



**William J. Campbell Library**  
United States Court of Appeals for the Seventh Circuit  
219 South Dearborn Street - Chicago, Illinois 60604  
Chicago, Illinois 60604

2006-3  
7/27/06

**POSITION VACANCY**

**Position:** SATELLITE LIBRARIAN

**Location:** Milwaukee, Wisconsin

**Salary Range:** CL 28 (\$50,798-\$82,604) depending upon qualifications

**Closing Date:** Resumes received on or before 8/19/06 will receive full consideration. However, resumes will be accepted until the position is filled.

**Position Overview:**

The Satellite Librarian manages and maintains a satellite library providing all library service, information and materials required by federal circuit, district, magistrate and bankruptcy judges located in the Eastern District of Wisconsin, as well as court staff, members of the bar, and the general public. The incumbent also:

- Develops methods for coordinating the work of the satellite library with that of other governmental agencies and court units.
- Acts as a consultant to the Circuit Librarian in the formulation, implementation and assessment of office practices, policies and procedures.
- Establishes operating guidelines to implement procedures, methods and other work related changes for the satellite library.
- Establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments and coordinates, assigns and reviews the work of one library technician.
- Prepares newsletters and other user aids; contributes with other satellite librarians to library's web pages and other online services.
- Responsible for aspects of employee relations, including interviewing, hiring, training, and evaluation for satellite library.
- Travel to court locations within the Eastern District of Wisconsin and to other Seventh Circuit locations is required.

**Required Qualifications:**

- M.L.S. Degree or equivalent from ALA-accredited library school
- Experience/skills in searching online legal databases (LEXIS and Westlaw).
- Minimum of one year of professional law library experience equal to work at CL 27 level.

**Preferred Qualifications:**

- Three years of professional law library experience equal to work at CL 27 level.
- Previous, progressively responsible, supervisory experience.
- J.D. or combination of education and law library reference and research experience.
- Knowledge of library database systems and software applications.
- Effective oral and written communication skills and strong customer service orientation.
- Ability to handle occasional moderate to heavy lifting.

**Application:** Please forward resume with cover letter and salary history to:

Gretchen E. Van Dam, Circuit Librarian  
William J. Campbell Library of the U.S. Courts  
219 South Dearborn Street - Room 1637  
Chicago, Illinois 60604  
E-Mail: [gretchen\\_van\\_dam@ca7.uscourts.gov](mailto:gretchen_van_dam@ca7.uscourts.gov)

**Resumes will be screened and only selected applicants will be contacted for interviews  
As a condition of employment, selected candidates will be subject to a background investigation**

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**